



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

#032

Date: September 25, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: SECURITY ESCORT

Interested candidates who meet the definition (see *Definition*) are invited to apply for this position or refer qualified candidates to the Embassy Human Resources Office. Application procedures are outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: Security Escort (multiple positions)

POSITION OPEN TO: U.S. Citizen Eligible Family Members ONLY (see the definition below)

POSITION SCHEDULE: WHEN ACTUALLY EMPLOYED (WAE)

GRADE LEVEL: FP-AA* (full performance level)

OFFICE LOCATION: Management Section

OPENING DATE: Immediate

DEADLINE: OPEN UNTIL FILLED

*FP-AA rate to be confirmed by Washington.

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse or domestic partner (*as defined in 3 FAM 1610*) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM 3232.2](#). If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

Incumbent performs various escort duties: accompanying and monitoring non-cleared personnel into locations within mission facilities and grounds per security guidelines. The position is on an as needed basis. Some after-hours, weekend and holiday work may be required. This position is directly supervised by the Assistant Management Officer.

MAJOR DUTIES AND RESPONSIBILITIES:

- Responsible for escorting of all non-cleared personnel, janitorial/maintenance crews, or contractors performing work in any location of the mission as directed by the supervisor to ensure that secure areas remain uncompromised.
- Responsible for escorting secure items between Embassy facilities.
- Secures worksite upon completion of work by ensuring that all non-cleared personnel have exited the area.
- Prepares Incident Reports of any and all work-related problems or security incidents to the appropriate sections.

95%

- Other duties as assigned.

5%

REQUIRED QUALIFICATIONS:

Education:

High school diploma is required.

Work Experience:

At least one year of prior experience in an office, management or security-related position is required.

Language Proficiency:

Level 3/3 (good working knowledge) in English, both spoken and written, is required.

Job knowledge:

Thorough knowledge of regulations governing control and protection of classified material set out in 12 FAM, as well as post-specific security access procedures; the proper use of security-related equipment (radio, destruction, etc.); familiar with the general layout of mission grounds and facilities.

Skills and abilities:

Basic keyboard skills and computer literacy are required. Must be observant, flexible and service oriented. Duties include prolonged periods of standing/walking and somewhat physically demanding activities to include climbing, working in cramped spaces and at times working in inclement weather.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note:

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens. The incumbent of the position must be able to obtain and hold a **Top Secret (TS) Clearance as determined by the Bureau of Diplomatic Security.**
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.